

Crime Prevention Funding Board

November 30, 2016

Sheriff Office Conference Room, 124 West Street, Juneau

Funding Board Chair Dale Schmidt called the meeting to order at 10:37 a.m. Members present were: Dave Beal, Tom Kennedy, and Jim Mielke. Absent: Greg Vollan, Kurt Klomberg. Excused: Jackie Wolter.

Motion by Beal, 2nd by Kennedy to approve the agenda and allow for agenda deviation as necessary. Motion carried.

Public Comment: None

Motion by Kennedy, second by Beal to approve the May 5, 2016 minutes as presented. Motion carried.

Financials: Dollars assessed to date: \$10,641.00. Dollars collected to date: \$1,881.58. Sheriff Schmidt noted the financial information was furnished by the Clerk of Courts Office.

Ethical Opinion: Sheriff Schmidt distributed a copy of an Opinion from the Committee on Professional Ethics of the State Bar of Wisconsin. The Opinion is dated July 22, 2016. The bottom line is a *public defender* has a conflict of interest by participating as a member of a Crime Prevention Funding Board. Going forward Sheriff Schmidt noted that the public defender will seek alternative individual to serve on the Committee.

Board By-Laws: With the absence of Jackie Wolter, the By-Laws were tabled.

Funding Policies and Procedures: With the absence of District Attorney Klomberg the discussion and review was tabled to the next meeting.

District Attorney Klomberg joined the meeting at 10:57 a.m.

Funding Application: Sheriff Schmidt will contact Brown and Ozaukee counties to learn whether they have developed an application template that could be shared.

Next Meeting Date: Tentative date and time of Thursday January 19, 2017 at 1:30 p.m.
Agenda topics to include: By-laws/ Policies & Process/ County Board Reporting format

Motion by Beal, 2nd by Klomberg to adjourn. Motion carried. Time 11:06 a.m.

Submitted by:

James Mielke
County Administrator

Dodge County
Outstanding Receivable Balance By Account

ALL

Balance as of 01-05-2017

Code	Description	Balance	Due County	Due State	Due Others	Due DOC
CPFBS	Crime Prev Fnd Bnd Surcharge	9988.00	9988.00	0.00	0.00	0.00

[1] DRVIM row includes Tribe accounts
Refer to CCAP-188 for detailed information

Assessed to Date But Not Yet Collected

Date Range State Treasurer Report - County

01-01-2016 To 12-31-2016

08:30 am
01-05-2017

Acct.	Jan.	Feb.	March	April	May	June	July	August	Sept.	Oct.	Nov.	Dec.	Total
DRGOD	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
WVCS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CHPRN	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CFISH	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GLRES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
FNETC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
FNETS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CPLF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CECF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
BPAS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
IIDS	1155.03	802.06	1513.28	1177.22	565.54	979.81	770.58	589.78	946.37	858.66	821.67	937.97	11117.97
BTST	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
BTDNR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
BTUW	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GPS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CPFBS	0.00	0.00	60.00	140.00	228.00	300.00	217.00	160.00	343.00	440.00	219.00	332.00	2439.00
SRPS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
ADJUST	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total:	\$53780.06	\$62327.88	\$78406.90	\$48966.67	\$41138.57	\$45245.10	\$41203.20	\$45121.17	\$48660.01	\$43902.72	\$42190.32	\$43947.12	\$59489.72

[1] DRVM row includes Tribe accounts
Refer to CCAP-188 for detailed information

Assessed to Date and Collected

CRIME PREVENTION FUND 13

Dec 25, 2016 - Jan 3, 2017 10 days

Balance \$2,108.07

Available** \$2,103.07

Date	Description	Deposit	Withdrawal	Balance
12/31/2016	DIVIDEND	\$0.26		\$2,108.07

**This balance may include overdraft or line of credit funds.

plus \$332.00
for December rec'd.
by Treasurer 1/6/17

DODGE COUNTY CRIME PREVENTION FUNDING BOARD BY-LAWS

Organization Title:

This organization shall be known as the "Dodge County Crime Prevention Funding Board".

Purpose:

The purpose of the Dodge County Crime Prevention Funding Board is:

- To provide funds to qualifying entities for the purpose of funding crime prevention programs.

Membership:

The Dodge County Crime Prevention Funding Board, according to Wisconsin Statute §59.54(28)(c), shall consist of the following members:

- (1) The presiding judge of the circuit court, or his or her designee,
- (2) The district attorney, or his or her designee,
- (3) The sheriff, or his or her designee,
- (4) One of the following county officials, or his or her designee: ... (b.) ...the county administrator...
- (5) The chief elected official of the largest municipality in the county, as determined by population, or his or her designee,
- (6) A person chosen by a majority vote of the sheriff and all of the chiefs of police departments that are located wholly or partly within Dodge County, and
- (7) A person chosen by Dodge County's public defender's office.

Officers:

The Officers of the Dodge County Crime Prevention Funding Board shall consist of the following officers:

President: The president shall conduct and schedule meetings. The president will be responsible for submitting an annual report regarding the Dodge County Crime Prevention Funding Board's activities to the Dodge County Clerk of Courts, Dodge County Board of Supervisors, and legislative bodies of each municipality that is wholly or partly within Dodge County in accordance with Wisconsin Statute §59.54(28)(c).

Vice President: The vice president shall conduct the duties of the president in his or her absence.

Secretary: The secretary shall keep minutes for all meetings. The secretary shall communicate instructions to the Dodge County Treasurer regarding the release of funds.

Officers shall hold office for a period of one (1) year.

Officers will be elected in January each year.

Quorum:

Four (4) members shall constitute a quorum for the transaction of business.

Meetings:

Meetings will be held at least annually.

Funds:

Funds are obtained by the action of the Dodge County Circuit Court in imposing a Crime Prevention Surcharge on each misdemeanor and felony count on which a conviction occurs. The surcharge is paid by the misdemeanants and felons who are convicted. The Dodge County Clerk of Courts collects the surcharge and transmits all amounts collected to the Dodge County Treasurer for distribution as directed by the Crime Prevention Funding Board as communicated by the secretary.

Balances and distributions will be available for all Dodge County Crime Prevention Funding Board meetings and incorporated into the Dodge County Crime Prevention Funding Board minutes.

Granting Process:

The Dodge County Crime Prevention Funding Board may solicit applications for grants in a format determined by the Dodge County Crime Prevention Funding Board.

The Dodge County Crime Prevention Funding Board may direct the Dodge County Treasurer to distribute grants to any of the following entities, in amounts determined by the Dodge County Crime Prevention Funding Board:

- (a.) One or more private nonprofit organizations within Dodge County that has as its primary purpose of preventing crime, providing a funding source for crime prevention programs, encouraging the public to report crime, or assisting law enforcement agencies in the apprehension of criminal offenders.
- (b.) A law enforcement agency within Dodge County that has a crime prevention fund, if the contribution is credited to the Dodge County Prevention Fund and is used for crime prevention purposes.
- (c.) Not less than fifty (50) percent of the payments shall be made to one or more organizations described in (a.) except that if no organization described in (a.) exists within Dodge County, all of the payments may be made to a law enforcement agency under (b.).

President's Annual Report:

Annually, the Dodge County Crime Prevention Funding Board shall submit a report regarding its activities to the Dodge County Clerk of Court, the Dodge County Board, and to the legislative bodies of each municipality that is located wholly or partly within Dodge County.

The report shall contain at least all of the following information for the year to which the report relates:

- 1. The name and address of each entity that received a grant, including contact information for the leadership of the entity.
- 2. A full accounting of all funds disbursed by the treasurer at the direction of the crime board, including the amount of the funds disbursed, the dates of disbursement, and the purposes for which the grant was made.

Recipient Annual Report:

Annually, each recipient of a grant shall submit a report on its activities to the Dodge County Clerk of Court, the Dodge County Board, and to the legislative bodies of each municipality that is located wholly or partly within Dodge County. The report shall contain at least all of the following information for the year to which the report relates:

- 1. The name and address of the entity.
- 2. The name and address, and title, of each member of the governing body of the entity.

3. The purposes for which the grant money was spent.
4. A detailed accounting of all receipts and expenditures of the entity that relate to the grant money.
5. The balance of any funds remaining.

Amending By-Laws:

The Dodge County Crime Prevention Funding Board may, with a quorum, at any meeting alter, amend, or revise these by-laws, so long as the amendment is in conformity with Wisconsin Statutes.

Bylaws approved by:

Date:

Dodge County Sheriff Dale Schmidt

District Attorney Kurt Klomberg

Chief David Beal (Sheriff and Chiefs of Police Designee)

Beaver Dam Mayor Thomas Kennedy

County Administrator James Mielke

Attorney Gene Kirschbaum (Public Defender Designee)

Attorney Jacquelyn Wolter (Presiding Circuit Court Judge Designee)

Dodge County Crime Prevention Fund Policies and Procedures

Purpose and Eligibility for Grants

The Dodge County Crime Prevention Funding Board, pursuant to Section 59.54(28)(d) of Wisconsin Statutes, may solicit applications for grants in a format determined by the crime board, and may vote to direct the treasurer to distribute grants to applicants from moneys in the crime prevention fund under s. 59.25 (3) (gm). The crime board may direct the treasurer to distribute grants to any of the following entities, in amounts determined by the crime board:

1. One or more private nonprofit organizations within the county that has as its primary purpose preventing crime, providing a funding source for crime prevention programs, encouraging the public to report crime, or assisting law enforcement agencies in the apprehension of criminal offenders.
2. A law enforcement agency within the county that has a crime prevention fund, if the contribution is credited to the crime prevention fund and is used for crime prevention purposes.

Application Process

All applications must be submitted prior to deadlines that are established and will be screened for completeness and compliance with the instructions provided. Each grant application is reviewed by the funding board. Grants are awarded based on the needs and priorities of Dodge County. Applications will be considered based on the following criteria:

1. Crime Prevention Grant Priority – Address specific priority areas of the Crime Prevention Funding Board as outlined by the board
2. Program Capacity – Demonstrate the ability to achieve program outcomes that accomplish the desired effect of crime prevention.
3. Data Driven –
 - a. Demonstrate the ability and/or plan to collect program performance and impact data
 - b. Application must include a statement of how and when data will be reported.
4. Financial Management – Demonstrate the ability to account for grant funding and leverage other financial and/or in-kind support from other community partnerships
5. Collaborative Approach – Demonstrate the ability to partner with the other public, private, and/or nonprofit organizations to support crime prevention efforts.
6. Provide documentation of current no profit status.

Applications will include the following information:

1. Name and contact information of organization seeking grant
2. Main Summary
 - a. The summary will contain information about the requesting organizations and the individuals responsible for the application and grant award. It will also include an overview of the project and the goals that the project hopes to accomplish. Provide a description of the target audience for whom the project is intended
3. Performance Measures

- a. It is the goal of the funding board to approve grants that contain performance measures which will be utilized to ensure completion of the project and success of the project upon completion.
4. Project Narrative
 - a. Provide the title, location, and dates of the proposed project. Supplemental information may be attached to provide additional information (brochures, flyers, agendas)
5. Goals and Objectives
 - a. Provide a list of goals and objectives for the project to be deemed successful.
6. Other funding
 - a. Indicate overall project costs and other potential funding sources for the project.

Post Award Requirements

Annually, each recipient of a grant awarded shall submit a report to the funding board. The report shall contain at least all of the following information for the year to which the report relates:

1. The name and address of the entity.
2. The name and address, and title, of each member of the governing body of the entity.
3. The purposes for which the grant money was spent.
4. A detailed accounting of all receipts and expenditures of the entity that relate to the grant money.
5. The balance of any funds remaining.
6. Report Performance to the board at a timeframe to be determined by the board.

Policies and Procedures approved by:

Date:

Dodge County Sheriff Dale Schmidt

District Attorney Kurt Klomberg

Chief David Beal (Sheriff and Chiefs of Police Designee)

Beaver Dam Mayor Thomas Kennedy

County Administrator James Mielke

Attorney Gene Kirschbaum (Public Defender Designee)

Attorney Jacquelyn Wolter (Presiding Circuit Court Judge Designee)